



## GRADUATE STUDENT STUDY ROOM POLICY (January 2019)

The Ph.D. Program Review of 2007 noted that "...the doctoral student experience might be enhanced if there was greater access to office space for those who would like to conduct their work at the University."

In response to this recommendation, the Faculty of Education has dedicated Room 125 in the Education Building as a shared study room for graduate students, the Graduate Student Study Room. The room has 13 workstations and 26 lockable cupboards. The cupboards are located at the top of the workstations.

The Associate Dean of Education (Graduate Programs & Research) is responsible for the assigning of study space for graduate students in the Education Building, including the Graduate Student Study Room.

### Eligibility

- education Ph.D. and M.Ed. students in good standing;
- part-time students will need to demonstrate a need for a regular study space.

### Space Assignment for the Graduate Student Study Room

In mid-August of each year, study space in the Graduate Student Study Room is newly assigned. Assignment of study space is dependent upon space availability and on the basis of the following priority:

1. doctoral or master's students who were assigned a study space in the Graduate Student Study Room in the preceding academic year;
2. full-time doctoral or full-time master's students who were not assigned study space in the Graduate Student Study Room in the preceding academic year and who were a doctoral or master's student in the preceding academic year;
3. newly admitted full-time doctoral or full-time master's students;
4. part time doctoral students who can demonstrate a need for a regular study space;
5. part-time master's students who can demonstrate a need for a regular study space.

Students who request study space in the Graduate Student Study Room after August 31<sup>st</sup> will be assigned study space on a first-come, first served basis as space is available.

### Maximum Total Time of Space Assignment

Ph.D. students (full-time): 4 years

Ph.D. students (part-time): 4 years (as long as a need for a study space can be demonstrated)

M.Ed. students (full-time): 2 years

M.Ed. students (part-time): 2 years (as long as a need for a study space can be demonstrated)

## Process for Acquiring Study Space in the Graduate Student Study Room

*For students who have study space assigned at the time of the annual re-assignment process in mid-August:*

1. the Office of the Associate Dean (Graduate Programs & Research) will contact students through their UM student email asking them to express their interest in continuing having study space assigned to them (as long as their maximum total time would not be exceeded);
2. those students who are interested are assigned study space in accordance with the space assignment eligibility and priority criteria listed above.

*For students requesting space after August 31<sup>st</sup>:*

1. students must contact, by email, the Associate Dean (Graduate Programs & Research) at [adgr.education@umanitoba.ca](mailto:adgr.education@umanitoba.ca) with the request for a study space in the Graduate Student Study Room;
2. if space is available and the student eligible, the Associate Dean (Graduate Programs & Research) or delegate emails the Education Graduate Students Association (EdGSA) with the student's email and their request for access to the Study Room;
3. EdGSA contacts the student to inform them of the access code for the Study Room and any other required information needed for the proper use of the study space in the Graduate Student Study Room.

## Conditions of Use of Study Space

- Workstations are used on a first-come, first-served basis and have to be cleared at the end of each day.
- Students must respect other students' privacy, the need for quiet study space, and the need to maintain a professional and respectful work environment.
- Students need to keep the room tidy and welcoming for other students.
- The door to room 125 has a combination code lock. **Students must not share this combination code with anyone.** Sharing the code lock combination by a student with others can lead to the removal of the space assignment for the Graduate Students Study Room for the student.

## Use of a Lockable Cupboard at one of the Workstations

Two lockable cupboards are located at the top of each workstation. A student with assigned study space in the Graduate Student Study Room can apply to have **one** lockable cupboard assigned to them through the following process:

- the student must contact, by email, the Associate Dean (Graduate Programs & Research) at [adgr.education@umanitoba.ca](mailto:adgr.education@umanitoba.ca) with the request for having a lockable cupboard assigned to them;
- if a lockable cupboard is available, the Education Facilities Coordinator will contact the student to arrange for pickup of the key to the assigned cupboard; the student is required to pay \$25 as key deposit; the money is returned upon return of the key.

## Conditions of Use of a Lockable Cupboard

- Lockable cupboards are assigned on a first-come, first-served basis. Only one cupboard will be assigned to a student. Students need to keep the cupboard clean at all times.
- The location of an assigned cupboard on top of a particular workstation does *not* give the student user privileges to this particular workstation.
- For security reasons, valuables should not be left in the lockable cupboard.
- All cupboard assignments expire on August 31. **Before August 31**, students must contact the Education Facilities Coordinator at [Cindy.Lewkiw@umanitoba.ca](mailto:Cindy.Lewkiw@umanitoba.ca) to make arrangement to return the cupboard key or to renew the cupboard assignment. Renewal is only possible if access to the Graduate Student Study Room has been renewed.
- Students who are not using the assigned lockable cupboard any longer must contact the Education Facilities Coordinator at [Cindy.Lewkiw@umanitoba.ca](mailto:Cindy.Lewkiw@umanitoba.ca) to make arrangement to return the cupboard key and to retrieve the deposit.